

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR COORDINATOR CODE ENFORCEMENT		Date: 09/04/98
Position Level: 9	FLSA Status: Nonexempt	Class Code: 9-9

GENERAL DESCRIPTION

Primary function is to serve as official Liaison to the Code Enforcement Board/Special Master and handle all administrative duties relating to the case hearings.

KEY RESPONSIBILITIES

1. *Responsible and accountable for coordinating departmental review of Special Master cases.
2. *Issues subpoenas; legal advertisements; certified mailings; records documents with the Clerk of Court, prepares and files orders of the Board/Special Master with the Clerk of Court.
3. *Issues certified copies of the original liens and files with the clerk of the Court; collects and deposits funds from fines/liens.
4. *Analyzes and resolves Administrative procedures.
5. *Supervises all administrative and/or clerical activities inherent to the position.
6. *Provides information to the general public, the media, and special groups in procedures regarding it's functions.
7. *Post public notices of Administrative hearings, maintains file of minutes relating to hearings.
8. *Prepares "Index for Record on Appeals", as requested by individual attorneys in cases that are on Appeal to circuit court.
9. Prepares and distributes agendas.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR COORD, CODE ENFORCEMENT	Class Code: 9-9	Position Level: 9
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Experience in Code Enforcement and paralegal background is preferred.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

